

HONORABLE PATRICK BRODERICK
SUPERVISING CIVIL JUDGE
SONOMA COUNTY SUPERIOR COURT
600 Administration Drive
Santa Rosa, CA 95403

FILED

SEP 17 2020

Clerk of the Superior Court of California
County of Sonoma
By VB Deputy Clerk

SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF SONOMA

IN RE SMALL CLAIMS PROTOCOL FOR
EXCHANGE AND SUBMISSION OF
EVIDENCE

STANDING ORDER RE: SMALL CLAIMS
TRIALS

Pursuant to California Code of Civil Procedure § 116.520, parties in a Small Claims matter have the right to present evidence and witnesses at the hearing on the matter in support of their respective positions.

As a result of the COVID-19 pandemic, it is imperative to practice social distancing in courthouses and courtrooms. To that end, the Sonoma County Superior Court will require remote appearances by audio or video in Small Claims cases beginning January 4, 2021 via Zoom. In order to facilitate remote appearances, the court has developed a protocol for the exchange of evidence between or among the parties in advance of the hearing and for submission to the court in advance of the hearing. Evidence will be destroyed after the hearing unless parties provide a self-addressed envelope with enough pre-paid postage at the time of submission of evidence to court. All parties in a Small Claims matter are ordered to:

1. Send a copy of any evidence the party wishes the court to consider to the other party or parties in the matter in any manner that ensures receipt of the evidence at least seven (7) days in advance of the hearing. The party must be able to provide proof of sending the evidence to the court if requested.
2. Send a copy of any evidence the party wishes the court to consider to the court at least seven (7) days prior to the hearing date.
3. For exhibits that consist of no more than 10 (ten) total pages (inclusive of all exhibits), the submitting party may send the exhibits to the court electronically by email at SCtrials@sonomacourt.org.

a. Emails sent to the above address are limited to the submission of exhibits.

Unauthorized emails will not be read and will be deleted without any further action being taken. Ex parte communications shall not be sent to the above address, and any such ex parte communications will not be read or considered by the assigned judge.

A party's failure to exchange and submit evidence to the court with proof of compliance and mailing, may results in the evidence not being considered by the court.

The plaintiff is further ordered to serve a copy of this Standing Order with the Plaintiff's Claim and Order to Go To Court (SC-100) along with all other information sheets as required.

IT IS SO ORDERED.

Dated: 9-17-2020


Patrick Broderick, Supervising Civil Judge

1 **CONNECTING BY ZOOM:**

2 **To Join Online** go to **Zoom.us/join** shortly before the start time of your scheduled hearing.

3 **To Join by Phone** dial **1 669 900 6833** shortly before the start time of your scheduled hearing.

4

5 **MEETING ID AND PASSWORDS BY COURTROOM:**

6 **DEPARTMENT 16:** Enter the **Meeting ID:** 824 7526 7360 and **Passcode:** 840359.

7

8 **DEPARTMENT 17:** Enter the **Meeting ID:** 895 5887 8508 and **Passcode:** 062178.

9 **DEPARTMENT 18:** Enter the **Meeting ID:** 838 5609 8726 and **Passcode:** 000169.

10 **DEPARTMENT 19:** Enter the **Meeting ID:** 857 0848 8569 and **Passcode:** 410765.

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28